

RETIREMENT ENTITLEMENT BRIEF

The information contained herein is provided to you in an effort to make your transition into the civilian world as smooth as possible. The information provided is **NOT** all inclusive of every situation but provides a general guideline for the Disbursing portion of your separation process.

PAY INFORMATION

DOCUMENTATION

NAVMC 11060 - Several documents may be required to process your separation. Your administrative office prepares the documents that are needed. MARINE CORPS ORDER P7220.31 states that the NAVMC 11060 must be delivered to the Finance Office at least 10 working days prior to date of separation in order to receive payment on your EAS. Packages received later than 10 working days prior to EAS will be processed within 10 days of receipt of the completed package. Completion of these forms is the Commanding Officer's responsibility. However, you should ensure that all information is correct.

PAY AND ALLOWANCES

Lump Sum Leave (LSL) – You are entitled to payment for your unused leave. All personnel may sell a maximum of 60 days accrued leave in their career. LSL payments are computed by dividing the monthly base pay by 30 then multiplying that number times the number of unused leave days and deducting the appropriate Federal/State taxes.

BAH – There are 4 options:

1. If you are receiving BAH W/DEPN or BAH O/R and living out in town you will continue to receive that rate until your EAS.
2. If you live in government quarters your BAH will start at the San Diego rate the effective date you move out of quarters.
3. If you live in the barracks and go on terminal leave you will start to receive the O/R rate for San Diego on the effective date of your terminal leave.
4. If you are ordered home awaiting physical evaluation (PEB) you will receive BAH at the San Diego rate until you arrive home. Once you arrive, you will receive the rate of BAH at your home location rate until your discharge date.

BAH OWN RIGHT EFFECTIVE 1 JANUARY 2003 AT MCAS MIRAMAR

E-0 TO E-4	E-5	E-6	E-7	E-8	E-9
\$831	\$1000	\$1097	\$1200	\$1352	\$1429
0-1	0-1E	0-2	0-2E	0-3	0-3E
\$1082	\$1303	\$1265	\$1412	\$1463	\$1552
				\$1552	\$1661

BAH WITH DEPENDENTS EFFECTIVE 1 JANUARY 2003 AT MCAS MIRAMAR

E-0 TO E-3	E-4	E-5	E-6	E-7	E-8	E-9
\$1192	\$1192	\$1303	\$1552	\$1651	\$1759	\$1883
0-1	0-1E	0-2	0-2E	0-3	0-3E	0-4
\$1331	\$1672	\$1547	\$1806	\$1821	\$1919	\$2034

BAS – All enlisted Marines rate \$242.81 (monthly) while on terminal leave. Officers will continue to receive \$166.37 (monthly).

Clothing Replacement Allowance (CRA) - CRA is given to enlisted Marines on a monthly basis, but is paid annually. The amount received upon separation is pro-rated for the period from the last CRA payment you received to your EAS.

DEDUCTIONS

The following deductions will continue to be taken out of your retirement pay:

- a. Remaining balance to be paid back on a BAH Advance or Advance Pay
- b. Remaining balance on a Navy Marine Corps Relief Society Loan
- c. Travel advances for unsettled TAD or prior PCS claims
- d. Pay and allowances for excess leave
- e. Remaining balance on a liquidation of indebtedness

DIRECT DEPOSIT

You are reminded **NOT** to close the account to which your military pay is being deposited. All pay and travel allowances will be sent via electronic fund transfer (EFT) to the last direct deposit account resident in the military pay system.

ALLOTMENTS

Allotments will continue to run past release from active duty and be deducted from retirement pay, unless specifically annotated otherwise.

MONTGOMERY GI BILL (MGIB)

Members who are eligible, and elect special enrollment in MGIB (medical and involuntarily separated discharges) must supply the Finance Office with the MGIB enrollment form (DD Form 2366), the Commanding Officer's letter of eligibility, and when applicable, a copy of the VA form 4-5281, and Request for Disenrollment and Refund of VEAP Contribution (Ref: APSM and ALMAR 092/93). For additional contribution options refer to PAAN 30-01.

PAAN 30-01 states that effective May 1, 2001, Marines may elect to contribute up to \$600 in their MGIB account to receive additional benefits. Only MGIB beneficiaries who have already paid their \$1200 initial contribution may participate. The MGIB additional contribution cannot be withheld from your final settlement. Additional funds may be paid at the Finance Office by cashier's check, money order, or cash 1-60 days prior to your EAS. If you elect to contribute to the MGIB prior to your EAS your local Admin section now possesses the capability of running the MGIB "Top Off".

W-2'S

DFAS, Kansas City will mail your W-2 to the permanent mailing address provided on your NAVMC 11060. A W-2 request may be accomplished by mail or fax to:

DFAS-KC
Field Liaison & Garnishment Unit
(code FCRAF/DFAS-PMCRAI/KC)
1500 E. Bannister
Kansas City, MO 64197-0001
Fax # - (816) 926-3129

TRAVEL INFORMATION

ADVANCE TRAVEL

Advance Travel will be paid no more than 10 working days prior to EAS or Terminal Leave Date.

REQUIRED PAPERWORK FOR ADVANCE

- a. NAVMC Form 11060 (Separation/Travel Pay Certificate)
- b. NAVMC Form 11115 (Authorization for Advance Family Member Travel)
- c. Terminal Leave/TDRL/Retirement orders

REQUIRED PAPERWORK FOR SETTLEMENTS

- a. NAVMC Form 11060 (Separation/Travel Pay Certificate)
- b. NAVMC Form 11115 (Authorization for Advance Family Member Travel)
- c. Terminal Leave/PTAD/TDRL/Retirement orders
- d. DD Form 1351-2
- e. Commercial transportation receipts
- f. DUAL POV statement can be made on DD Form 1351-2. I.E. "My wife and I traveled together and used separate POV's"

IMPORTANT REMINDERS

- a. The Finance Office does not settle your DITY move. All DITY move paperwork should be submitted to MCLB Albany Georgia via the address provided on the DITY move paperwork.
- b. There is NO entitlement to DLA or TLE upon separation or retirement.
- c. Ensure your package for advance is submitted at least 10 working days prior to EAS or leave date.
- d. Ensure your bank account remains open, or provide new information with final settlement package.
- e. Travel must be preformed within one calendar year (365 days) from the retirement date.
- f. Ensure final settlement is submitted to the Finance Office upon completion of move.**

ENTITLEMENTS

Category III

- a. Category III is reserved for Marines who retire, transfer to the Fleet Marine Corps Reserve (FMCR) and those placed on the Temporary Disability Retired List (TDRL).
- b. Advance Travel will be paid no more than 10 working days prior to EAS or Terminal Leave Date, not to include PTAD.
- c. Travel claims must be submitted to Finance/Disbursing Office to balance the account.

Advance Authorized

- a. Marines and family members will be advanced 100% of mileage and per diem to the destination of choice within CONUS without limitation.
- b. Marines will receive .15 per mile.
- c. Family members will receive .02 per mile for each member not to exceed a total of .05, if only one POV is used.
- d. If 2 POV's are used the family member authorized as driver will receive .15 per mile and all other family members will receive .02 per mile not to exceed a total of .05.
- e. Marines will receive \$85.00 per day of authorized travel.
- f. Family members over 12 will receive \$63.75 per day of authorized travel.
- g. Family members under 12 will receive \$42.50 per day of authorized travel.

Settlement - A travel claim must be submitted to balance your account. Claims not submitted within 1 year will result in a checkage of the travel advance from your retirement pay.

USEFUL INFORMATION

References:

- a. Marine Corps Travel Instruction Manual (MCTIM)
- b. Joint Federal Travel Regulations (JFTR)
- c. Automated Pay Systems Manual (APSM)
- d. Marine Corps Separations Manual
- e. DODFMR Volume 7a

Mail complete settlement package to:

Finance Office
Bldg 6004
PO Box 452009
San Diego CA 92145-2009

Miramar Finance Office Contacts:

Travel Section (858) 577-6980/6982
Pay Section (858) 577-1747/8617
Separations (858) 577-8617/1747

Retired Pay Branch Phone & Address:

1-800-321-1080 or (216) 522-6794
Defense Finance and Accounting Service
Cleveland Center
Code (RO)
PO Box 99191
Cleveland OH 44199-1126

Mail DITY move package to:

Compt Tran Vouch Cert Branch (TVCB)
Attn Code 470
814 Radford Blvd STE 20318
Albany Ga 31704-0318

Internet Addresses:

www.miramar.usmc.mil
www.dfas.mil
www.dtic.mil/perdiem
www.dtic.mil/comptroller
www.perdiem.osd.mil

Mileage to Per Diem Conversion:

0-400 = 1 day per diem
401-750 = 2 days per diem
751-1100 = 3 days per diem
1101-1450 = 4 days per diem
1451-1800 = 5 days per diem
1801-2150 = 6 days per diem
2151-2500 = 7 days per diem
2501-2850 = 8 days per diem
2851-3200 = 9 days per diem